

Mentoring Café

Energy), and to brief their students before the event about what STEM is and who they will be meeting with at the event. Teachers are provided take-home material to help engage their students in STEM learning in the classroom. Teachers are also provided contact information for STEM professionals to encourage other engagements with the STEM professionals beyond the day of the event. Teachers will be asked to fill out a survey following the event to collect feedback, and students will be asked to fill out an event report card at the event. Teachers are asked to remain with their students during the event to listen to the conversations between the students and the mentors. Students are asked to come prepared to ask questions to the mentors and fill out workbooks during the event to track their lessons learned and take-aways from their conversations.

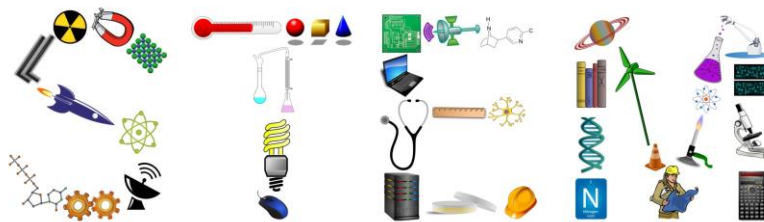
ROLE of MUSEUM

Museums volunteer to host the event at no cost to the Department of Energy. Museums are asked to provide support that includes:

- Working with the Federal STEM Mentoring Café team to select a date and time for the event and the event capacity
- Coordinating logistics including sharing directions/instructions for entry to the building, parking, access to restrooms, signage for entry and the tables, etc.
- Tables that can seat 6-10 people (2 mentors and up to 8 students)
- Speaking podium and microphone
- Coordinator for planning and day of event facilitation
- Providing a welcome speaker
- Facilitating marketing materials and external communications in partnership with the Department of Energy
- Invitations to local students and teachers (optional, the National Girls Collaborative Project, HUD, DOE, and Education will all be assisting with this)
- Providing a photographer or videographer if available

ROLE of STEM MENTORING CAFÉ PLANNING TEAM

The coordinating team will oversee communications between the mentors, teachers, and museum hosts, marketing and communication for the day of the event with ASTC and the federal government, and overall Café messaging strategy. The team will work to secure a keynote speaker for the event to provide brief remarks before the start of the mentoring sessions. The Team will also facilitate with coordination for the day of the event by identifying teachers, students and the ASTC location. The team will provide sample resources to be modified as needed, including STEM workbook for students to capture and highlight what and who sparked their interest in STEM, and take-home resources from ASTC and federal agencies to be used in



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the classroom. The planning team will run event follow up and de-briefing with teachers and the museum to ensure a successful foundation for future events.

PAST CAFÉs

Learn about previous STEM Mentoring Café events [on our website](#) and view video and blog coverage.

CONTACT US

Request more information via email to AnneMarie.Horowitz@hq.doe.gov and Erin.Twamley@ee.doe.gov